Edit

Faculty author creates & maintains outlines including SLOs & any appropriate supplementary documentation (Content Review, Distance Ed, Stand Alone forms) following all State compliance guidelines. If COR returning from Articulation, Dean's review or Curriculum Rep status, faculty author reviews comments, makes any necessary changes, & returns COR to AO & Dean.

Articulation

Articulation Officer reviews & gives guidance to assist with transferability. May return to faculty if changes are needed, otherwise forwards COR to Dean's Review.

Dean's Review

Dean reconciles hours to units, and adds load, seat count & FOAP (budget info) and ensures course SLOs have been entered in TracDat. Returns to edit status if changes are needed, otherwise forwards to Proof status.

Proof

Faculty author reviews units, load and seat count. When no further changes are needed, COR is ready to go to Division Curriculum Rep.

Curriculum Rep

Verifies that all supplemental documentation is complete and that COR is compliant with Title 5. Returns COR to edit if changes needed, otherwise brings to Division Curriculum Committee. Moves outlines that have been approved by the Division CC to Instruction Office status.

Instruction Office

Instruction verifies hours to units, load to hours, completion of addendum documents (Content Review, Distance Ed, Stand Alone forms) and State compliance areas.

Staging

Outline now has Division Approval and Instruction Office forwards to FHDA Board of Trustees for approval. Some courses must also receive State approval before being offered.

APPROVED!

The course is now in the live *Catalog* & may be scheduled for the next available quarter.